



Grant Fiscal Analyst

Details

Job ID : 258

Title : Grant Fiscal Analyst

Job Code : 902

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE TRACKING EXPENDITURES AND REVENUES RELATED TO FEDERAL, STATE AND PRIVATE GRANTS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- TRACKING EXPENDITURES BY GRANT CATEGORIES
- REPORTING FOR PROGRAM MANAGERS AND GRANTORS
- RESPONSIBLE FOR ALL DOCUMENT RETENTION
- SUBMITS THE SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE TO THE AUDITOR OF PUBLIC ACCOUNTS
- OTHER DUTIES AS ASSIGNED